

~~CONFIDENTIAL~~

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Addition to Visitor Control Center

FROM:

C/HSD

1E12, HQS

EXTENSION

NO.

DATE

31 March 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/PASG

2.

3. DD/PTS

4.

5. Executive Officer

6.

7. D/S

8.

9.

10.

11.

12.

13.

14.

15.

0-all,

As a follow-up to the ADDA's concern regarding the effectiveness of the Rt. 123 entrance Visitor Control Center (expressed at our briefing to the DDA in Jan 87), [redacted], DC/HSD has met with [redacted] C/NBPO who recommends this memo as a "starter" to get things in motion. [redacted] is holding up the previously requested VCC modifications (remove curb at pass-thru window; add pass-thru window) until the attached recommendations are approved or rejected because if approved, this construction could be initiated along with the requested modification by the same contractor, possibly within the next 60 days.

Granted, these current plans only address the instant and near-term problem. However, I believe it's a good start but definitely needs to be followed up by a more comprehensive review of the visitor control issue to ensure long-term success.

8 APR 1987

MEMORANDUM FOR: Director of Logistics

FROM:

Director of Security

SUBJECT: Request for Addition to Visitor Control Center
and Enlargement of Route 193 Control Point

1. Action Requested: This memorandum requests your approval for the addition of a second inbound visitor vehicle lane and second Security Protective Officer (SPO) control point at the Visitor Control Center (VCC) located on the the Route 123 compound access road. Also requested is approval for the enlargement of the yet to be constructed Security Control Point on the Route 193 access road leading into the West parking lot and parking garage.

2. Background: The original concept for the control of all visitors to the Headquarters compound was to stop them at the VCC, establish bona fides, complete sign-in procedures, issue a badge, and provide parking directions and a temporary parking permit. Since conception of that plan several years ago, a recent survey has established that the number of visitors has grown beyond that which was estimated at that time. Evaluation of the survey data shows that the configuration of the VCC will not be capable of processing the number of visitors as planned. The VCC is nearing completion and will have only one inbound lane for visitor processing. One additional lane and one SPO Control Point should be added. This solution would not totally rectify the situation, but would alleviate it during rush hours, allowing many of the pre-registered visitors to be processed at the VCC and all non-registered visitors to be completely processed there. Those pre-registered visitors not processed at the VCC would proceed to the Headquarters Building and be processed as they are now.

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SUBJECT: Request for Addition to Visitor Control Center and
Enlargement of Route 193 Control Point

3. The opening of the new Headquarters Building will further impact the processing of visitors at the VCC. Projections indicate that the number of visitors will far exceed the capacity of the VCC to process all visitors even with an additional lane and SPO control point. Those visitors to components in the new Headquarters Building would best be served by processing through a secondary VCC. The most convenient would be the planned control point at the entrance to the compound from Route 193 which is scheduled for construction within the next several months. That control point is currently planned to accommodate a maximum of two SPOs and was not intended to process visitors.

4. The security control point at the George Washington Parkway Gate, although not intended nor advertised as a secondary VCC, is being equipped with automated visitor processing equipment and will be capable of processing a limited number of visitors as is now the case.

5. Recommendation: To fully process the maximum number of registered visitors and all the nonregistered visitors to the Headquarters compound, the VCC should be reconfigured/extended to accommodate a second SPO control point and a second visitor vehicle lane. The Route 193 security control point should be enlarged to accommodate additional personnel and automated visitor processing equipment to process visitors. Vehicle lanes at this security control point should also be widened to accommodate a visitor lane and parking. Your approval and assistance concerning this request is solicited.

STAT

APPROVED:

Director of Logistics

Date

SUBJECT: Request for Addition to Visitor Control Center and
Enlargement of Route 193 Control Point

OS/PTS/HSD/rfl:kl (31 Mar 1987)
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